JEEVES™

THE AFFORDABLE PERSONAL ASSISTANT

The first desktop organizer for the Apple //c and enhanced //e

For use with AppleWorks®

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Table of Contents

I : Tutorial

Introduction ..... page 4
Hardware Requirements ..... page 4
About This Manual ..... page 5
Before Starting ..... page 5
Backup Diskette ..... page 6
Hard Disk ..... page 6
Tutorial ..... page 7
Appointment Calendar ..... page 16
How to quit Jeeves ..... page 18
End of Tutorial ..... page 19

Reference Section

Cursor Movement + Editing Keys ..... page 20
Software Alarm Clock ..... page 20
Calculator ..... page 21
Appointment Calendar ..... page 22
Phone Book ..... page 24
Note Pad ..... page 26

How to use the Calculator ..... page 28
How to use the Notepad ..... page 31

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Appendix A

Installing Jeeves on a Hard disk

How to install Jeeves on a hard disk ..... page 32

Appendix B

Technical Notes On Jeeves

Using Jeeves with other Software Packages ..... page 33
About an interrupting source ..... page 33
About PBI's interrupt board ..... page 33
About the Clock ..... page 33
About the Desktop ..... page 34
About quitting Jeeves ..... page 34
About the bell ..... page 34
About speed ..... page 34
About access time ..... page 34
About pressing RESET ..... page 34

Appendix C

Using other Hardware Products With Jeeves

AppleMouse //e ..... page 35
Timemaster // H.O. ..... page 35
ProClock ..... page 35
Thunderclock ..... page 35
RamWorks ..... page 35
MultiRAM //e ..... page 36
PBI's Interrupt Board ..... page 36

Introduction

Jeeves™ is a set of desktop accessories that operates concurrently with AppleWorks™ and other ProDOS based programs. Jeeves resides in the auxiliary memory bank of your Apple //e or //c, and is completely transparent to the application program in memory. Jeeves features a Software Clock which automatically date and time stamps your ProDOS files, a Note Pad, a 24-hour Alarm Clock, a four function calculator that has a dual display and performs chain calculations, a Telephone Book with autodialer, and an Appointment Calendar up to the year 2000. Jeeves uses the familiar AppleWorks filecard interface, so it is as easy to use as AppleWorks itself.

With Jeeves, you will become more organized. Essential information about your daily schedule, or people you know or do business with will always be on-hand. The Phonebook and Notepad files can be printed or loaded into AppleWorks for further manipulations. Phone numbers from the Phonebook can be automatically dialed, with or without your long-distance services number, with a few quick keystrokes. All of these services are performed while operating "behind" your AppleWorks program.

Hardware Requirements

To run Jeeves, you need an Apple //e, or an Enhanced Apple //e with 128K of memory, and an interrupting source. An interrupting source can be an AppleMouse //e, a Thunderclock™, a ProClock™, a Timemaster II H.O™, or a PBI Interrupt board. A printer and a modem can be used with Jeeves, but are not essential. Your modem can be an Apple Modem™, a D.C. Hayes,™ or any D.C. Hayes compatible modem, as long as it is compatible with the Apple Super Serial Interface Card.

About This Manual

This manual will provide you with a complete understanding of Jeeves. What will *not* be discussed are the various concepts behind using AppleWorks, and basic skills, such as booting and copying diskettes. If you are unfamiliar with these functions, please review your AppleWorks reference manual, the AppleWorks guided tour, and your Apple // owners manual before beginning.

Please note: Explanatory text will be printed in this format, while bold-faced text represents commands to be entered from the keyboard, or operations to be performed manually. The last style of text represents information as it appears on the computers screen. For example:

Now, the computer wants to know your name.

a Type your name at the prompt.

The computer is asking for the program diskette.

a Insert your program diskette into the drive, and press Return.

The computer displays the following message:

```
[ENTER PREFIX (PRESS 'RETURN' TO ACCEPT)
/APPLEWORKS
```

Before Starting

Before we begin, take a moment to fill out the attached warranty card which is provided for your protection. This card is the only way of ensuring you a replacement diskette should anything happen to your master diskette. The warranty card also ensures that you will receive information about program updates and upcoming products from PBI Software.

Backup diskette

For your protection, you should make a backup copy of your Jeeves diskette using the ProDOS filer program. The Filer is included on your ProDOS users diskette that came with your computer. First, boot your ProDOS users diskette, and run the Filer. Then select 'V' for volume commands, and select 'F' to format a blank diskette. Please call this disk "/JEEVES.BAK" temporarily. Next, hit Escape to return to the main menu, and select 'F' for file commands. Select 'C' for copy files, and copy the files "PRODOS" and "JEEVES.SYSTEM" from the disk "/JEEVES" to your disk "/JEEVES.BAK". Next, hit escape to return to the main menu, and select 'V' for volume commands. Select 'R' to rename a volume, and rename your disk from "/JEEVES.BAK" to "JEEVES". That's it! You now have a working copy of Jeeves. Please note that this copy is to be used during the tutorial, not your original disks.

Hard Disk

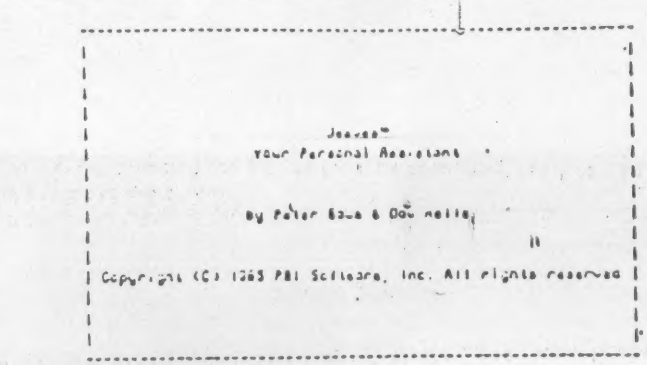
Jeeves has been designed to operate on most popular hard disk systems. Follow the instructions provided in Appendix A for mounting Jeeves on your hard disk system.

Tutorial

To begin using Jeeves:

▵ Turn the Apple's power switch on, and place your Jeeves diskette into the startup drive.

The Jeeves startup screen will appear.



Splash Screen

▵ Press the Space Bar.

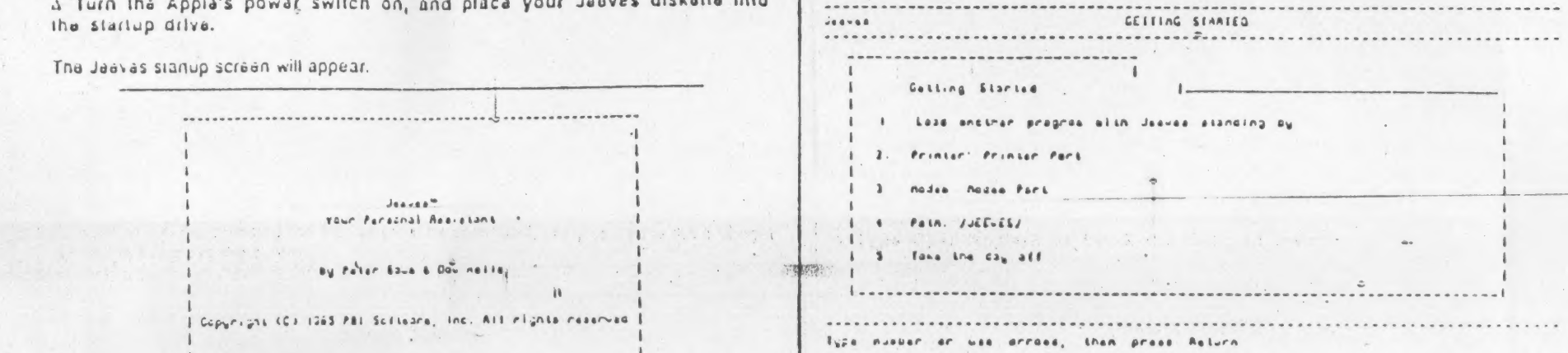
Jeeves should now prompt you to set the Software Clock. If you already have a hardware clock, Jeeves will not bother to ask you for this information.

▵ Enter the current time and press Return.

Jeeves should now prompt you for today's date. Please note that Jeeves expects the date in a Month/Day/Year format.

▵ Enter today's date and press Return.

You are now greeted with Jeeves startup menu. From here, you can select your printer and modem configuration, boot up your AppleWorks program, or quit the Jeeves program entirely, disconnecting Jeeves from the system.



Jeeves Startup Menu

▵ Use the down arrow to move the cursor to item 2 "Printer:", and press Return.

▵ Using the left and right arrow keys, select the slot number that your printer is installed in, or choose "None" if you don't have a printer. Press Return when done.

▵ Use the down arrow to move the cursor to item 3 "Modem:", and press Return.

▵ Using the left and right arrow keys, select the slot number that your modem is installed in, or choose "None" if you don't have a modem. Press Return.

Jeeves is now configured to operate correctly with your system. Now, you are set to boot your AppleWorks program.

▵ Use the up/down arrow keys to move the cursor bar to item 1, and press Return.

You are now greeted with the "Load Another Program" filecard, and some instructions on how to proceed. Please read these instructions carefully

Δ When Jeeves asks "Will that be all?", select "Yes" and press Return.

You are now confronted with the standard ProDOS program selector. If you are running Catalyst™, or some other program selector, follow the standard commands for loading your AppleWorks program, and skip to the next section.

Δ Remove your Jeeves startup diskette, and replace it with your AppleWorks startup diskette. Place your Jeeves data diskette into the second drive, if you have one.

The computer should now say:

```
ENTER PREFIX (PRESS 'RETURN' TO ACCEPT)
/JEEVES
```

Δ Type "/APPLEWORKS" and press Return. Note that if you are running AppleWorks off of a hard disk, the prefix will probably be different.

The computer should now say:

```
ENTER PATHNAME OF NEXT APPLICATION
```

Δ Type 'APLWORKS.SYSTEM', and press Return.

You have now successfully booted Jeeves, and in turn, booted AppleWorks. Right now, you should be looking at the familiar AppleWorks startup screen, but with one slight modification: todays Date and Time are printed in the upper-right corner of the screen. This is your indication that Jeeves is loaded and running properly. From this point on, at any time you like, you can summon Jeeves.

Δ Press both Apple keys simultaneously to summon Jeeves.

Presto! The screen will flash for a moment, and you will be confronted with the Jeeves menu. You can switch control between AppleWorks and Jeeves at any time by simply pressing both Apple keys. Now, you are going to learn how to use the Software Alarm Clock.

Δ Using the up/down arrow keys, select item 5 "Alarm Clock," from the Jeeves menu, and press Return.

Δ Select item number 2 "Alarm:", and press Return.

The computer should now display:

```
1  Time display  On
2  Alarm  On
3  Setting:  12:00 AM
```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You have now turned the Alarm Clock on. Next, we set the time.

Δ Select item number 3 "Setting:", and press Return

Δ For this example, type in a time 2 minutes later than the time displayed in the upper-right corner, and press Return.

Δ Press Escape to return to the Jeeves Menu.

The Alarm Clock has been set. At some point in time, it is going to go off. When this happens, your Apple will buzz three times in succession. After that happens, to the right of the time and date display will be a flashing Apple. To eliminate this, use the Apple keys to summon Jeeves, and simply access the "Alarm Clock" menu. This will turn off the Alarm reminder.

Now, it's time to return to Appleworks.

Δ Press both Apple keys to return to AppleWorks.

Notice that we are exactly where we left when we summoned Jeeves. Now, let's finish booting AppleWorks.

Δ Remove your AppleWorks boot diskette, and replace it with your AppleWorks program diskette. Press Return.

Now, AppleWorks is prompting you for the date. Since you already entered the date while booting Jeeves, you can skip this part.

Δ Press Return to skip the date entry.

Now, you are at the familiar AppleWorks main menu. From here, you can perform any of the standard AppleWorks functions normally. In fact, Jeeves does not take any desktop space away from AppleWorks. The only way that Jeeves affects AppleWorks is by printing the Date and Time in the upper-right corner of the screen, and the automatic date and time stamping of files saved while Jeeves is active.

Now you are going to go through a practice session using AppleWorks. For purposes of this tutorial, you are going to be play the part of Ace Computer Store, writing a letter to a customer who ordered an Apple //c system several days ago.

Δ From the AppleWorks Main Menu, select item 1 "Add files to the Desktop", and press Return.

Δ Select item 3 to make a new file for the Word Processor, and press Return:

Δ Select item 1 to make this file from scratch, and press Return.

Δ Type "Dear Customer" as your filename, and press Return.

You have now created a new AppleWorks Word Processor document. Let's enter some information into it.

Δ Type the following text into your document:

Dear Customer,

The Apple //c system that you ordered from [illegible] backorder from Apple Computer, and will arrive [illegible] store on

Now, this is where there are some problems. You see, you don't actually know when the computer is going to arrive. In fact, it should have been here over a week ago! This looks like a problem for Jeeves!

Δ Press both Apple keys to summon Jeeves, and press Escape to return to the Jeeves menu.

Δ Select item number 3 "Phone Book" and press Return.

Now, you are in Jeeves' Phone Book, but it doesn't have the telephone number that you are looking for.

Δ Press Return.

The Phone Book menu bar should appear.

Page 11

O.K. Now the computer knows your name. A record has been created in the phone book, and the cursor is in the center section of the screen prompting you for your telephone number.

Δ Enter your telephone number and press Return.

O.K. You have just entered a new telephone number into the book. If you would like, feel free to enter a few more numbers into the book, and resume this tutorial at this point when you are through. The computer automatically alphabetizes the list, so if you want your list sorted by last name, enter the names as "Smith, John" or "Duck, Donald".

Δ Use the up/down arrows to position the cursor over your name, and press Return.

For this scenario, we should be calling Apple Computer, but since we don't want to run up your phone bill, we are going to dial your telephone number.

Δ Since the cursor is already on "Autodial", press Return.

If you don't have a modem connected, at this point, Jeeves will remind you of this. Just ignore the message. Otherwise, the computer will pick up the telephone, and dial the number you requested.

Δ Press the space bar when the modem is finished dialing to release the line from the modem.

Now, imagine that you are talking on the phone with Apple Computer, and are checking on a backorder for an Apple //c.

Δ Press Escape to return to the Jeeves Menu.

Δ Select item 4 "Note Pad", and press Return.

Now, you are in the Jeeves Note Pad. You are going to use it to take some quick notes while on the telephone. First, let's make sure that the notepad file is blank.

Δ Type Open-Apple-B to Blank the Notepad file

Like a typewriter, the notepad does not have word-wrap. You must type a carriage return at the end of each line.

Δ In the Notepad, type the following:

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```
Apple //c on order-

shipping via UPS blue label on
October 5th

shipping cost $35.00
insurance $50.00

our price for system is $700.00
```

Great! Now, you can hang up the telephone. You have ordered the system, and have all of the information necessary from Apple Computer. Now let's go back and finish the letter.

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Δ Press both Apple keys to return to AppleWorks.

Δ Type the following information into your letter:

```
Dear Customer,

      The Apple //c system that you ordered from us is on
back-order from Apple Computer, and will arrive in our store on
October the
```

Let's quickly go back to the notepad to make sure we've got the date right.

Δ Press both Apple keys to return to Jeeves.

Notice that you returned back to the notepad, which is right where you left off! Jeeves remembers what you were doing the last time you accessed it, so you don't have to go to the Jeeves menu every time.

Let's look at the date. O.K. It will be shipped on October the 5th, and shipping via UPS blue label takes two days, so it will arrive here on the 7th. Let's go back to the letter again.

Δ Press both Apple keys to return to AppleWorks.

Δ Continue entering your letter:

```
Dear Customer,

      The Apple //c system that you ordered from us is on
back-order from Apple Computer, and will arrive in our store on
October the 7th. Your price will be
```

It looks like we're stuck again. Now, you have to figure out how much you are going to charge the customer for his system.

Δ Press both Apple keys to summon Jeeves.

Δ Press Escape to return to the Jeeves menu.

Move the cursor to item 1 "Calculator" and press Return

O.K. Your cost is $700.00, and there is a 45% dealer markup, so let's enter that

Δ Type in 700*1.45 and press Return.

Notice that the equation appeared on the top line, while the answer appeared below. Now, let's add 6% sales tax, and the shipping and handling charges of $35.00 and $50.00 respectively.

Δ Type *1.06+35.00+50.00 and press Return.

Oops! The sales tax should be 6.5% instead of 6%, so let's correct that before doing anything else.

Δ Press the up arrow to move the cursor into the equation line. Now, use the left arrow until the cursor is just after the 6 digit. Now, type 5. The equation line should read "1015*1.065+35.00+50.00". Press Return when you are done.

Great! We now know that this system is being sold for a total price of $1165.97. Let's go back and finish that letter.

Δ Press both Apple keys to return back to AppleWorks.

Δ Type the following information to finish the letter:

```
Dear Customer,

      The Apple //c system that you ordered from us is on
back-order from Apple Computer, and will arrive in our store on
October the 7th. Your price will be $1165.97. As an added bonus,
we are giving you a free copy of AppleWorks from Apple Computer,
and a copy of JWeaver from PBI Software, so you can get started
using your system right away!

Sincerely,

Mike
Mac Computer Store
```

Great! You have finished entering the letter. Now, it's time to save your work.

Δ Press Open-Apple-S to save this document to disk.

Δ Press Escape to return to the Main Menu.

Δ Select item number 5 "Other Activities" and press Return.

Δ Select item number 2 "List all files on the current drive" and press Return.

Notice that your file "Dear Customer" also has today's date and the time it was saved stamped on it.

Now, you are ready to learn how to use the Appointment Calendar.

Appointment Calendar

Δ Press both Apple keys to summon Jeeves, followed by Escape to return to the Jeeves menu.

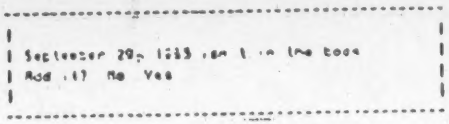
Δ Select item 2 "Appointment Calendar" and press Return.

The screen should now zoom in to view the calendar, with today's date highlighted. You can see the current month in the center of the screen, the previous month on the left, and the next month on the right. Let's set up our daily schedule for tomorrow.

Δ Press the right arrow once to move to the next day.

Δ Press Return to zoom into the appointments for the day.

Jeeves will now come up with a box telling us that this day is not in the book, and would like to know if we would like to add a day. Jeeves stores its appointments in blocks one week in length, so when you create a new space, you are actually reserving space for the whole week.



Adding a new week

Δ Type "Y" to create an entry for this week.

You now are confronted with an appointment page. Now, it's time to enter our daily appointments.

Δ Press Return to begin entering our daily appointments.

Jeeves responds by asking for the time of the first appointment. The first thing we are going to plan to do today is to call Apple and order some equipment.

Δ Type "9:00 AM" and press Return.

You are now entering the first appointment. Notice that the word "None" in the center of the screen disappoared, and has been replaced by the first appointment.

Δ Type "Call Apple Computer and order parts", followed by Return.

Great! Now, let's enter a few more appointments, so you can get the hang of it.

Δ Press Return.

The Appointment Calendar menu bar now appears.

```
Next Insert   Insert   Change   Delete
```

Δ Press I, followed by Return to insert a new record.
Δ Type "12:00 pm" followed by Return.
Δ Type "Eat Lunch" followed by Return.

Δ Press I, followed by Return.
Δ Type "10:30 am" followed by Return.
Δ Type "Call customer about Apple //c system" followed by Return.

Δ Press I, followed by Return.
Δ Type "11:00 am" followed by Return.
Δ Type "Fix IBM PC computer" followed by Return.

Δ Press I, followed by Return.
Δ Type "1:30 pm" followed by Return.
Δ Type "Call Maxell + order blank diskettes" followed by Return.

Δ Press I, followed by Return.
Δ Type "2:30 pm" followed by Return.
Δ Type "Call Mary about Epson FX-80 printer" followed by Return.

Δ Press I, followed by Return.
Δ Type "3:00 pm" followed by Return.
Δ Type "Call Okidata for technical support" followed by Return.

Great! You have finished entering the appointments for one day. Now, let's go back and do another one.

Δ Press Escape to return to the 3-page calendar.

Δ Press the right arrow once to move to the entry for the next day.

Δ Using the skills you have just learned, enter the following appointments:

```
 8:00 AM     Get out of bed
 8:05 AM     Take a shower
 8:25 AM     Eat breakfast
 8:40 AM     Read the paper
 7:00 AM     Go to work
 7:45 AM     Get to work + drink coffee
 8:00 AM     Start work
10:30 AM     Take coffee break
12:00 PM     Eat lunch
 3:00 PM     Take coffee break
 5:00 PM     Go home
 6:00 PM     Eat dinner
```

Δ When you are finished, press Escape to return to the 3-page calendar, followed by Escape to return to the Jeeves menu. Jeeves will now save the work you have just done.

Quitting Jeeves:

Please note that the only way to exit Jeeves is through the startup program. This is because certain interrupting sources, such as the thunderclock, do not deactivate themselves when you press RESET. In fact, certain devices need to be powered off for several minutes before they will deactivate. To properly disconnect Jeeves, when you quit AppleWorks, run the program "JEEVES.SYSTEM", and then tell Jeeves to take the day off from the Jeeves Startup menu. This will disconnect any interrupting source which Jeeves was using. If you quit Jeeves without first disconnecting him from the system, you are likely to run into a ProDOS system error, because a lot of application programs are not set up to handle interrupts properly.

End of Tutorial

Congratulations! You have now completed the Jeeves tutorial. You should now know how to use Jeeves to: Set up your phone book, dial phone numbers, take notes, calculate and edit equations, and set up and view your personal appointment calendar. You can now start using Jeeves with your AppleWorks program, or you can proceed to the reference section of this manual, which will tell you about the specifics of using Jeeves.

Reference Manual

Cursor Movement + Editing Keys

Use the following keys to control the cursor when entering information:

left arrow	move cursor left
right arrow	move cursor right
delete	delete character left of cursor
control-F	delete character right of cursor
control-R	restore previous entry
control-X	clear line
control-Y	clear from cursor to end of line
open-apple-left arrow	move to left edge of entry
open-apple-right arrow	move to right edge of entry
open-apple-E	toggle between insert and overstrike cursors
open-apple-H	print a hard copy of the screen
open-closed-apple	close the Jeeves screen + return to application

There are two kinds of cursors used in Jeeves. The first, a blinking white block, is called the Overstrike cursor. The Overstrike cursor will replace the current entry with your typing. The second, a blinking underline, is called the Insert cursor. With the Insert cursor, your typing inserted at the cursor position, and the remainder of the line will move one character to the right.

At any time, if you want to see a hard copy of the contents of the screen, simply press Open-Apple-H to send the screen to the printer.

Proper format for time entry:
The proper format for a time entry is HH:MM XX where HH is a 1 or 2 digit number representing the hour, MM is a 2 digit number representing the minute, and XX is either AM or PM. If XX is excluded, the default is AM. You may also enter the time in 24-hour format.

To turn the time display on or off:
Summon Jeeves by pressing both Apple keys. From the Jeeves menu, select item number 5 "Alarm Clock", and press Return. The first item from the Alarm Clock menu is the setting for the Time Display. You can turn the display on or off from this menu.

Pressing the Escape key:
The Escape key will usually abort the current entry, or return you to the previous menu level, depending upon where you are at the time you press it. The upper-right corner of the screen will usually indicate what pressing the Escape key will do.

Software Alarm Clock

To turn the Alarm Clock on or off:
Summon Jeeves, and from the Jeeves menu, select item 5 "Alarm Clock" and press Return. Selecting menu item 2 will toggle the Alarm either on or off. The current alarm status is presented here.

To set the Alarm time:
Summon Jeeves, and from the Jeeves menu, select item 5 "Alarm Clock" and press Return. Select menu item 3 from the Alarm Clock menu to set the alarm time.

To turn off the Alarm Reminder (flashing Apple next to time display):
Summon Jeeves, and from the Jeeves menu, select item 5 "Alarm Clock" and press Return. This will clear the Alarm Reminder. Please note that the Alarm Reminder will be displayed regardless of whether the time display is turned on or off.

Calculator

The features available from the calculator are as follows:

key	function	example	notes
+	addition	4+4	
-	subtraction	16-4	
*	multiplication	15*3	
/	division	3/8	
=	equals	3+3=	will not appear when typed
Return	same as =	3+3<CR>	will not appear when typed
()	parentheses	4*(6/7)	
left arrow	cursor left		
right arrow	cursor right		
up arrow	cursor up		
down arrow	cursor down		
control-U	clear line		just the line the cursor is on
control-Y	clear to end of line		
open-apple-E	switch cursor modes		
both apples	exit calculator		returns to application program

How to do chain calculations:
Enter the first part of your equation, and press Return or Equals. Continue typing the rest of your equation, and press Return or Equals.

How to edit the previous calculation:
Use the up arrow to move the cursor up to the equation line of the calculator. Use the left and right arrows, and the delete key to edit your equation. Press Return to recalculate when the equation is correct.

Appointment Calendar

These are the commands available from the 3-page appointment book:

left arrow	move back one day
right arrow	move forward one day
up arrow	move back one week
down arrow	move forward one week
open-apple-left arrow	move back one month
open-apple-right arrow	move forward one month
open-apple-up arrow	move back three months
open-apple-down arrow	move forward three months
tab	move to today's date
return	zoom in to appointments for selected day
escape	return to Jeeves menu

These are the commands available from the Appointment page:

up arrow	move to the previous appointment
down arrow	move to the next appointment
open-apple-up arrow	move to first appointment
open-apple-down arrow	move to last appointment
return	show Appointment Menu
open-Apple-i	insert new appointment
open-Apple-d	delete selected appointment
open-Apple-c	change selected appointment
escape	return to 3-page calendar

These are the commands available from the Appointment page menu:

left arrow	select previous command
right arrow	select next command
return	execute selected command
i	select Insert command
c	select Change command
d	select Delete command

How to create appointments for a day:
Press Return when the cursor is on top of the day you would like to create an appointment page for. If there is already an appointment page, it will appear. If none has been created on the disk, then you will be prompted to create a page for that week. Answer Yes at the prompt.

How to insert a new appointment:
Press Return from the appointment page to see the menu bar. Select the command "Insert", either by using the left and right arrows, or by pressing I, and press Return. Enter the time of your appointment, and press Return. Now, enter your appointment and press Return.

How to delete an old appointment:
Use the up and down arrows until the appointment line that you wish to delete is selected. Press Return to see the Appointment Page Menu, press D for delete, and press Return to select it. The computer will respond with "Delete? Yes No". Press Return to delete the entry.

How to create a "Header" entry for a day:
Press Return from the appointment page to see the menu bar. Select the command "Insert", either by using the left and right arrows, or by pressing I, and press Return. Instead of entering an appointment time, hold down the Control key and press X. This will enter a blank for the time. Now, enter the Header entry. You can have multiple header lines for each day.

How to edit a previously entered appointment:
Use the up and down arrows until the appointment line that you wish to delete is selected. Press Return to view the menu bar. Select the command "Change" and press Return. Now, edit the line and press Return when finished.

How to delete the entire Appointment book:
Delete the file "APPOINTMENTS" from your Jeeves disk. Use the AppleWorks Delete Files function, or use your ProDOS filer on the ProDOS Users Disk to do this.

Phone Book

These are the commands available from the Phone Book:

up arrow	move cursor up one entry
down arrow	move cursor down one entry
return	view Phonebook menu
open-apple-i	insert new entry
open-apple-c	change old entry
open-apple-d	delete old entry

These are the commands available from the Phone Book menu:

left arrow	select previous command
right arrow	select next command
return	execute selected command
a	select Autodial command
i	select Insert command
c	select Change command
d	select Delete command
s	select Save command
l	select Load command
*	select *-access command

Format of telephone numbers:
You can enter digits, hyphens, parentheses, the pound and asterisk symbols from a touch-tone telephone, the letters 'P' and 'T', and a comma. Your telephone number may be up to 17 digits in length. If you enter the asterisk as the first digit of the telephone number, your long distance service will be automatically dialed first. A comma can be used to produce a short (2 second) delay while dialing a telephone number. This is useful when dialing certain long distance services. The letters P and T will switch between Pulse and Touch-Tone dialing. Here are some examples of acceptable telephone numbers:

```
123-4567
415-123-4567
*408-987-6543
(212)123-4567
123,,,718)208*123
```

Format of the Phonebook file:
The Phonebook is stored as a standard ascii text file, composed of lines of text followed by carriage returns. The long distance telephone and access code are the first two records. Each subsequent entry is composed of a name, followed by a telephone number.

To load the Phonebook into AppleWorks:
You can load the file "PHONEBOOK" into AppleWorks by Creating a New File for the Word Processor from an ASCII text file on disk. The file's name is "PHONEBOOK". To save this file back to disk, tell AppleWorks to print the file to an ASCII text file on disk. Always remember to use the name "PHONEBOOK", as this is where Jeeves expects

the Phonebook to be. To load the Phonebook into the Database, use the same procedure as loading the Phonebook into the Word Processor.

To clear the entire Phonebook file:
Delete the file "PHONEBOOK" from your disk using AppleWorks delete files function, or your ProDOS filer on the ProDOS Users Disk.

How to insert a new name into the Phonebook:
From the Phonebook, press Return to view the Phonebook menu. Press I for insert, followed by Return. Type in the name, followed by Return. Now, type in the telephone number.

How to change a number previously entered in the phone book:
Use the up and down arrows to highlight the desired entry in the Phonebook. Press Return to view the Phonebook menu. Select the Change command, and press Return. Use the standard cursor controls to edit the phone number, and press Return when you are finished.

How to delete a number previously entered in the Phonebook:
Use the up and down arrows to highlight the desired entry in the Phonebook. Press Return to view the Phonebook menu. Select the Delete command, and press Return. The computer responds with "Delete? Yes No". Press Return to delete it, or select "No" and press Return to keep the entry.

How to save the Phonebook file to disk:
Press Return to view the Phonebook menu. Select the Save command and press Return. Please note that the Phonebook will automatically be saved when you exit , if it has been modified.

How to revert to the previously saved Phonebook:
Press Return to view the Phonebook menu. Select the Load command and press Return.

How to enter your Long Distance Access number:
Press Return to view the Phonebook menu. Select the "-Access command and press Return. Under the prompt "Access Number:", type the local access number to dial your service and press Return. Under the prompt "Auth. code:", type your account's password. Use the * and # symbols, and commas to produce additional pauses if necessary.

Please note that there is no way to view your Access Number or Authorization Code from the Jeeves program. This has been done prevent others from casually browsing through your long distance codes.

Note Pad

These are the commands available while in the Note Pad:

up arrow	move the cursor up one line
right arrow	move the cursor down one line
left arrow	move the cursor left one character
right arrow	move the cursor right one character
open-apple-up arrow	move to the top of the Notepad
open-apple-down arrow	move to the bottom of the Notepad
open-apple-left arrow	move to the left of the Notepad
open-apple-right arrow	move to the right of the Notepad
open-apple-l	revert to saved Notepad
open-apple-s	save the notepad file to disk
open-apple-b	blank the Notepad
open-apple-p	print the Notepad
escape	return to the Jeeves menu

The status of the Notepad:
Look in the lower-right corner of the Notepad to see its status. There are three possible states: Unchanged, Changed, and Saved. Unchanged means that the Notepad on the screen is the same as saved on disk. Changed means that some changes have been made to the Notepad. Saved means that the Notepad has been changed, and the changes have been saved to disk.

To save the Notepad:
If the status of the Notepad is "Changed" then you would want to save it. Type Open-Apple-S to save. Please notice that the Notepad will automatically be saved when you exit, if it has been modified.

To revert to the saved Notepad:
Type Open-Apple-L to re-load the Notepad from disk.

To blank out the entire Notepad:
Type Open-Apple-B to blank the entire Notepad file.

To print the contents of the Notepad:

Make sure that your printer is selected and on-line, align your paper, and press Open-Apple-P to print the contents of the Notepad.

To load and save the Notepad file from AppleWorks:
Tell AppleWorks to make a New File for the Word Processor from an ASCII text file on disk. The name of the file to load from is "NOTEPAD". To save it back to disk, tell AppleWorks to print the file to an ASCII text file on disk. Make sure that you save it under the name "NOTEPAD", or Jeeves will be unable to find it.

TELAHIN ENTERPRISES PTE LTD
111 NORTH BRIDGE ROAD #0[illegible]
PENINSULA PLAZA, SINGAPORE [illegible]
TEL: 3381862, 3381855, [illegible]
TELEX: RS 22813 MSC

How to use the Calculator

The calculator is much like a pocket four-function calculator, but with a few extra features that distinguish it from ordinary calculators. These include the ability to fix mistakes in calculations as they are entered, the ability to modify previously used calculations and recompute them, and the ability to perform complex calculations with up to four levels of parentheses.

The calculator displays two lines of text. The top line of the calculator is called the equation line, and the bottom line is called the result line.

You can type on either line. Pressing RETURN or '=' will cause whichever line the cursor is on to be calculated. If there are no errors in the calculation, the cursor line text will be moved to the equation line (if it is not already there), and the calculated result will be displayed on the result line, with the cursor at the far right.

At this point, you can do one of three things:

- Perform new calculation
- Chain a calculation to the result
- Modify the previous calculation

To perform an entirely new calculation, just type it in. If the first character you type after the '=' or RETURN is part of a number (a digit '0' through '9' or decimal point), the calculator knows that this is a new calculation, and the erases the previous result before entering the new digit, just like a normal four-function calculator.

To perform a chain calculation, just start to type another operation. The calculator knows that this is a chain calculation, because an operator {+,-,*,/,(,)} is the first character typed. It doesn't erase the old result, but instead appends the new calculation to the right of the previous result.

Finally, by moving the cursor up to the equation line and changing it, you can modify and re-compute the previous calculation. For instance, you can substitute new numbers for old ones in order to try out different calculation scenarios. No ordinary four function calculator lets you experiment with calculations in this way.

Of course, you can use the editing functions at any time. For instance, you can correct errors by backspacing to fix mistyped numbers, or cancel chain calculations by clearing the entire line and starting a new one. You can even recover the previous result after starting a new calculation by moving the cursor up to the equation line and typing '=' or RETURN.

Doing this will recalculate the previous result and restore it to the result line. Note that if you use an editing function before starting a new calculation, the calculator thinks that a chain calculation is in progress, and it will not clear out the old result.

If the calculator finds a problem with an equation, then when the you press '=' or RETURN , the calculator will beep and move the cursor to the site of the problem, without changing either line.

You can then correct the mistake by using the editing keys to fix the equation (see EDITING THE EQUATION below). The kinds of problems that can occur in an equation are: multiple decimal points in a number {1.2.3}, multiple operators with no intervening number {1+*2}, spaces inside a number {1 2}, unbalanced parentheses {1+(2}, and beginning or ending a line with an operator {*12, 12*}.

CALCULATIONS

Each number used in an calculation can have up to ten digits, 1 decimal point, and a leading sign (+,-). The calculator performs addition ('+'), subtraction ('-'), multiplication ('*'), and division ('/'). The calculation can have up to 4 levels of parentheses. Calculations are entered in normal algebraic notation, using only the characters '0' through '9', '.', '+', '-', '*', '/', '(', and ')'. If you type any other character (e.g., a letter), the calculator will beep and will not enter the character.

There is no operator precedence, so equations are evaluated left to right, except where parentheses indicate otherwise. Thus 2+3*4=20, while 2+(3*4)=14.

Calculations which overflow will be truncated to 9999999999 (with the correct sign), and results whose magnitude is less than .0000000001 will be truncated to 0. Division by 0 anywhere in an equation causes an error, which will move the cursor to the end of the dividend and not change either line.

ENTERING AND EDITING CALCULATIONS

There are two type-in modes in the calculator, called INSERT mode, and OVERWRITE mode. In INSERT mode, the cursor is a blinking underbar. As each character is typed it is inserted to the left of the cursor, and the other characters are pushed aside to make room for it. If no more characters can be inserted because there is no room to push the others aside, the calculator will beep and not enter the character.

OVERWRITE mode has a blinking box as a cursor. In OVERWRITE mode, whatever you type replaces the character under the cursor, and the cursor is moved to the right. If the cursor is already at the far right, then the typed character will be inserted, and the rest of the line pushed to the left (unless there is no more room). You can switch between the two modes at any time by typing OPEN-APPLE-E.

There are three classes of editing characters: Cursor Moving, Clearing, and Miscellaneous Control. The Cursor Moving functions are:

UP, DOWN, LEFT, RIGHT arrows move the cursor in each of those directions until it reaches the edge of the calculator.
OPEN-APPLE-LEFT ARROW or **-RIGHT ARROW** moves the cursor to the left or right edge of the calculator.

The Clearing functions are:

C or **OPEN-APPLE-B** Clears (Blanks out) the entire line that the cursor is on.
CONTROL-Y or **OPEN-APPLE-Y** clears the line that the cursor is on from the current cursor position to the end of the line.
DELETE deletes the character to the left of the cursor, and moves the cursor left.

The Miscellaneous Control functions are:

OPEN-APPLE-E switches between OVERSTRIKE and INSERT modes.
ESCAPE causes the program to return to the JEEVES main menu.
Pressing **OPEN-** and **CLOSED-APPLE** simultaneously closes the calculator and returns to whichever program was running when the calculator was called.

The notepad is a convenient place to type reminders, short messages, and quick notes to yourself. Use it as you would use a Post-it®.

TYPING ON THE NOTEPAD

Typing on the notepad will enter whatever you type onto the notepad. You can start on any line by moving the cursor with the arrow keys. If you type over something accidently, the entire line can be restored by typing CONTROL-R. This procedure works only as long as the cursor has not moved off the line that you want to restore.

There are two type-in modes in the calculator, called INSERT mode, and OVERWRITE mode. In INSERT mode, the cursor is a blinking underbar. As each character is typed it is inserted to the left of the cursor, and the other characters are pushed aside to make room for it. If no more characters can be inserted because there is no room to push the others aside, the notepad will beep and not enter the character.

OVERWRITE mode has a blinking box as a cursor. In OVERWRITE mode, whatever you type replaces the character under the cursor, and the cursor is moved to the right. If the cursor is already at the far right, then the typed character will be inserted, and the rest of the line pushed to the left (unless there is no more room). You can switch between the two modes at any time by typing OPEN-APPLE-E.

The are three classes of editing characters: Cursor Moving, Clearing, and Miscellaneous Control. The Cursor Moving functions are:

UP, DOWN, LEFT, RIGHT arrows move the cursor in each of those directions until it reaches the edge of the notepad.
OPEN-APPLE- UP, DOWN, LEFT, RIGHT arrows move the cursor to the top, bottom, left or right edge of the notepad.

The Clearing functions are:

DELETE deletes the character to the left of the cursor, and moves the cursor left.
CONTROL-F deletes the character at the the cursor position.
OPEN-APPLE-X clears the entire line that the cursor is on.
CONTROL-Y or OPEN-APPLE-Y clears the line that the cursor is on from the current cursor position to the end of the line.

The Miscellaneous Control functions are:

OPEN-APPLE-E switches between OVERSTRIKE and INSERT modes.
CONTROL-R or CONTROL-Z restores the current line to what it was before the cursor was moved onto it.
CONTROL-S saves the current contents of the notepad on the disk.
CONTROL-P prints the notepad's contents on the currently selected printer.
ESCAPE causes the program return to the JEEVES main menu.
Pressing OPEN- and CLOSE-APPLE simultaneously will close the notepad and return to whichever program was running when the notepad was called.

Jeeves has been designed to operate with most popular hard disk systems. To install Jeeves on your hard disk, use the ProDOS filer which came with your ProDOS Users Diskette. You must copy the file "JEEVES.SYSTEM", and the files "APPOINTMENTS", "PHONEBOOK", and "NOTEPAD", if you would like the data from any of those three files to be included on your hard disk.

Jeeves functions in much the same way when running off of a hard disk, except that it is slightly faster. You simply start up your system by running "JEEVES.SYSTEM", and then boot your AppleWorks program.

If you do not copy your data files onto the hard disk, Jeeves will automatically create new ones for you. Please note that you cannot change the names of any of Jeeves' data files, or Jeeves will not be able to access information in them.

What other programs will Jeeves work with?

Because of the fact that Jeeves does not modify the software it is running alongside, and because it resides almost entirely in auxiliary memory, there are a few other ProDOS based software packages that Jeeves will run with. For instance, you can use Jeeves while doing your BASIC programming. Simply boot up Jeeves, and then load "BASIC.SYSTEM" on your ProDOS users-disk to do this. Since we cannot guarantee that other software packages will handle interrupts properly, or that it will not "step on" those areas of memory used by Jeeves, you will have to try it yourself to see if they are compatible with Jeeves.

Why do I need an interrupting source?

Because of the architecture of the Apple's 6502 microprocessor, it is only capable of running one program at a time. An interrupting source takes control away from the Apple's processor a certain number of times each second, and transfers it somewhere else. In our case, we transfer control to a small routine in Jeeves that checks both of the Apple keys. If they are not depressed, it simply returns control back to AppleWorks. If they are depressed, Jeeves continues to take control of AppleWorks, and acts accordingly, until you press both Apple Keys again. This is how we are able to "run" two programs at the same time.

What does PBI's Interrupt board do?

Just that! PBI's board is a very small board that can be installed in any unused slot, whose sole function is to generate interrupts, thereby allowing Jeeves and Jeeves' future family of products to further the enhancement of your AppleWorks program.

How does Jeeves give me a Software Clock?

Again, this is related to the interrupting source. Since interrupts happen a fixed number of times each second, we found that all we had to do was increment a counter every interrupt cycle. This gives us an accurate clock.

One note about the clock: Since disk access (i.e. reading and writing a diskette) is highly time-sensitive, the computer does not permit interrupts to happen while it is accessing the disk. This means that your clock will slow down while the computer is accessing the disk. In practical terms, with average usage, your clock will lose a few minutes of time during a full days AppleWorks session.

Why doesn't Jeeves use any space on my AppleWorks Desktop?

We managed to find a 12k "hole" in the auxillary memory bank that AppleWorks does not use. This is just enough space for Jeeves to reside in, and that is exactly what we have done.

How do I quit Jeeves?

The only way that you should disconnect Jeeves from your system is to quit using Jeeves. The best way to quit Jeeves is to exit into the Jeeves startup program, and tell Jeeves to "take the day off", or to simply turn your machine off for a couple of minutes. Pressing RESET can have strange results while certain interrupting devices are in use by Jeeves.

Why does the bell sound "funny" while I am running Jeeves?

This, once again, is because of the interrupting source. Sound is generated by accessing a certain location in memory. This produces a very short click. A steady tone is produced by clicking the speaker, waiting, clicking the speaker, and waiting several thousand times in succession. During this time, it gets "interrupted" by Jeeves a number of times, and this makes the bell sound "warbled".

Does Jeeves slow my computer down any?

Not considerably, but the answer is yes. You lose several milliseconds each second due to the interrupt cycle of Jeeves. This means that a 10 minute sort from the database will take approximately 10 minutes and 12 seconds.

How fast is the access time for Jeeves?

Since Jeeves is completely memory resident, Jeeves is always available to your AppleWorks program, simply by pressing both apple keys. Occasionaly, there will be a short delay, but only when reading from or writing to the Phonebook, Appointment Calendar, or Notepad.

What will happen if I press RESET while Jeeves is active?

Certain interrupting devices, such as the Thunderclock, do not deactivate by pressing RESET. After you press RESET, they will still remain active, and cause your machine to behave in an unpredictable manner. Never press RESET when Jeeves is active, but quit using the Jeeves startup program.

Apple Computer
AppleMouse //e

Jeeves functions normally with an AppleMouse //e board installed.

Applied Engineering
Timemaster // H.O.

Due to the longer interrupt cycle of the Timemaster // H.O. board, you may need to hold down both apple keys a few fraction of a second longer to summon Jeeves.

Practical Peripherals
ProClock

The ProClock functions the same as the Timemaster // H.O. with respect to Jeeves.

Thunderware
Thunderclock

The ThunderClock functions the same as the Timemaster // H.O. with respect to Jeeves.

Applied Engineering
RamWorks

If you wish to use Jeeves with the Applied Engineering AppleWorks Desktop Expander, you must have a version later than 4.1 of their software. Please contact them for information regarding a program update.

Applied Engineering
P.O. Box 798
Carrollton, Texas 75006
(214) 241-6060

Checkmate Technology
MultiRAM //e with MultiRam AppleWorks Expander

To use Jeeves with the MultiRam AppleWorks Expander, you must use version 4.0 or later of their software. If you do not possess this revision or later of their software, please contact the people at Checkmate to find out about their upgrade policy. Their address is as follows:

Checkmate Technology
509 South Rockford Drive
Tempe, Arizona 85281
(602) 966-5802

PBI *Software, Inc.*
$15 Interrupt board

Since the Interrupt board was designed to be used with Jeeves, it will work with Jeeves. Our interrupt board was designed as a low cost solution for people with a need to use Jeeves, but without the need to buy a clock/calendar card or a mouse.

For those of you who are curious, our interrupt board is composed of 3 chips, 2 capacitors and 1 resistor all on a very small board. It can be placed into slot 3, which is not normally used, or it can be installed into any empty slot in your machine. The sole function of this board is to produce interrupts, and to allow Jeeves and Jeeves' future family of products to further enhance your AppleWorks program.

Addendum to JEEVES 1.0 - "Eliminating Disk Swapping on a system with 2 disk drives

[illegible] 1.0 of JEEVES, the program will always look for its data files: NOTEPAD, APPOINTMENTS, PHONEBOOK on the diskette that JEEVES was started from. Since on a typical Appleworks configuration the program resides in drive 1 and the data disk resides on drive 2, the JEEVES data program diskette must be swapped with one of these other diskettes. There are two methods to eliminate this swapping:

I Always put your Appleworks data on your JEEVES diskette. Remember to make a backup of your original JEEVES diskette!

II Create a JEEVES/Appleworks startup diskette in the following manner:

FIRST GET YOUR PRODOS FILER DISK OR SYSTEM UTILITY DISK AND BOOT IT UP

FORMAT a blank diskette with a volume called: /JEEVES.AWORKS

1 COPY the file BASIC.SYSTEM as the first file on this blank diskette.
(you should find BASIC.SYSTEM on your Filer or System Utility disk)
(Pathname is BASIC.SYSTEM; to pathname would be: /JEEVES.AWORKS.BASIC.SYSTEM)

2 COPY all files from your Appleworks startup disk: PRODOS, APLWORKS.SYSTEM, SEG.00, etc...) (hint: APPLEWORKS.*, Return, /JEEVES.AWORKS.*, Return

3 QUIT from the UTILITY FILER program and when prompted for your next program, type in: JEEVES.AWORKS.BASIC.SYSTEM

4 a "]" should be displayed on the screen representing that the program BASIC.SYSTEM is running. Type in the following:
(']' is a prompt on the screen...do not type in.)

```
] NEW
] 10 PRINT CHR$(4);"-/JEEVES.SYSTEM,D2"
] SAVE STARTUP
] RENAME /JEEVES.AWORKS/APPLEWORKS
```

Your new APPLEWORKS startup disk now has added BASIC.SYSTEM and STARTUP.

5 COPY from your JEEVES disk, the file /JEEVES.SYSTEM and any data files which you have created (NOTEPAD, APPOINTMENTS, OR PHONEBOOK) onto all of your Appleworks data diskettes.

AFTER FOLLOWING THE ABOVE STEPS....

A To start JEEVES, place this new Appleworks startup disk in drive 1 and place your Appleworks data diskettes, which contain JEEVES.SYSTEM and your JEEVES data files, in drive 2.
B Turn on power or reboot the system.
C. The system will initially execute the BASIC.STARTUP program which runs JEEVES.SYSTEM from your disk in Drive 2. JEEVES will then prompt you for entry of the time and date before you can load Appleworks, then the program will go to JEEVES "Getting Started" file card.
D Select "I Load another program with JEEVES standing by". Press RETURN twice.
E The program should now ask for the prefix. Type: /APPLEWORKS. Press RETURN; Now the program will ask for the pathname. Type: APLWORKS.SYSTEM, press RETURN.
Appleworks will now be started from drive 1 and will prompt for the Appleworks program disk in drive 1 as it usually does. Place the Appleworks program disk in drive 1 and you are now running Appleworks and JEEVES with no disk swapping.

Please first address all questions to your user manual and if further help is needed, feel free to contact us at (415) 349-8765, 9AM - 5PM PST....PBI *Software, Inc.*

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